Continuous Instructional Improvement Technology System

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Assigning Resources to Students

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Use this document to create a student resource, search for student resources, assign materials to students, and access assignment information.

Creating a Resource for Students

When you create a resource, designate the resource for either educators or students. Educators will be able to access resource regardless of the designation, however resources must be designated for students in order to assign them to students.

To create a resource for students, follow these steps.

1. Roll your cursor over Classrooms and click **Instructional Materials**

2. From the Create menu at the top right, select **Resource**

3. Click **Go**

4. On the Section 1 tab, complete the required (*) fields

5. Next to For Students, select **Yes**

6. On the Section 2 tab, align the resource with a standard

7. On the Section 3 tab, add content in one of three ways:
   - District template – type or paste content into the rich text fields
   - File – attach an existing resource file
   - URL – point to the URL of an existing resource

8. On the Section 4 tab, choose organizers as needed

9. Click **Save**

10. To view the resource, click **View Materials**

## Searching for Student Resources

Many student resources have already been made available to you.

To locate these resources, follow these steps.

1. Roll your cursor over Classrooms and click **Instructional Materials**

2. Click **Search**

3. To limit the results to resources for students, under Intended Audience, select **For Students**
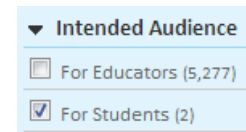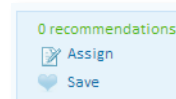

Note that some materials will be organized by source, as shown by the orange tabs below. Each tab indicates how many materials match the current filters.
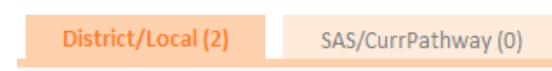
Keep in mind that you can only assign resources that contain content.

To assign the resource, click **Assign**

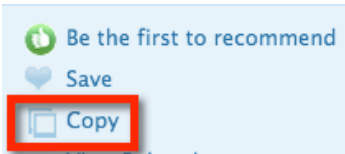To put it in My Materials to use later, click **Save**.

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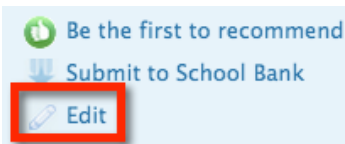## Editing a Resource to Enable Assigning to Students

You may modify an existing resource in order to assign it to students.

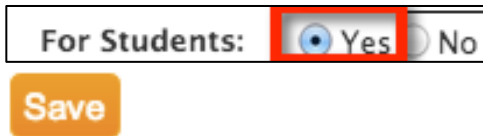Locate the desired resource, then follow these steps.

1. Click the title of the resource to view the details. Make a copy by clicking **Copy** on the right.

2. You will now see the same resource with (Copy) added to the end of the title. Click **Edit** on the right.

3. On the first tab, Section 1: Define Properties, find For Students and select **Yes.** Then click **Save** at the bottom.

4. Click **View Material** to see your edited resource.
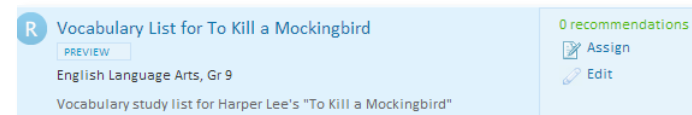

Assigning Resources to Students

Resources you create, or save from the materials bank, are located in My Materials. Assign resources to students in one or more of the sections you teach.

To assign a resource, follow these steps.

1. Roll your cursor over Classrooms and select **Instructional Materials**

2. Click **Go to My Materials**

3. Filter as needed to locate the resource

4. Next to the material name, click **Assign**
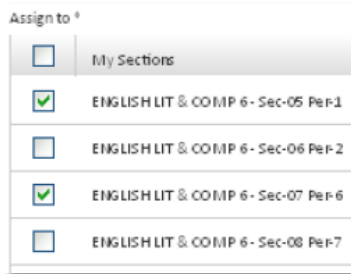

5. Enter a start and end date

   The assignment is available to students between those dates.

6. If you'd like, enter instructions or comments for your students (up to 250 characters) in the Instructions/Comments text box
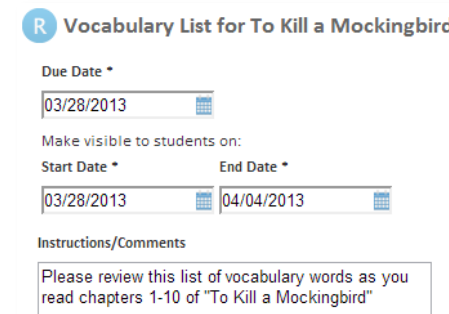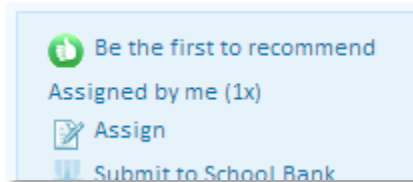
7. Assign the content to one or more of your sections

8. Click **Assign**

Accessing Assignment Information

When you assign a resource to students, an "Assigned by me" link appears on your material details page. Check the number next to it to see how many times you have assigned the material.

Click the "Assigned by me" link to see a history of the assignments.

To see a list of all your assignments, follow these steps.

1. Roll your cursor over Classrooms and select **Assignments**

2. For a more effective search, filter by section

    If you assigned a resource to multiple sections, click **Sections assigned** to see the list of sections.

    If you assigned the resource to one section, the section name appears.

3. To update an assignment, click **Edit** next to the material name

    Keep in mind that clicking Delete removes the assignment, but not the resource.

How Students Access Assignments

When a student signs in to his Schoolnet home page, he sees a section labeled MY ASSIGNMENTS.

He'll review a list of up to five assignments right on his home page.

To view all their assignments, students click **View All Assignments**.

Assignments are organized by due date as either Upcoming Assignments or Past Assignments.

Students click the title of the assignment to see the details screen for that assignment.